

Sample Program Budget Summary for Prospective Donors

How can you best outline your budget for prospective donors? Use this worksheet to begin outlining your expenses in a simple-to-navigate format.

Expenses

- **Service Delivery:** \$_____ (40% of your total budget)
Describe your services in detail here:
- **Materials and Supplies:** \$_____ (20% of your total budget)
When estimating this number, include supplies that are directly related to service delivery.
- **Personnel:** \$_____ (20% of your total budget)
Be sure to include volunteer stipends, travel reimbursement, and other expenses.
- **Administration:** \$_____ (10% of your total budget)
- **Rent/Office Supplies/Other:** \$_____ (10% of your total budget)

Income

- **Corporation for National and Community Service:** \$_____ (50% of total funding)
Describe the details of the grant requirement here:
- **Host/Sponsor Organization Co-Share:** \$_____ (25% of total funding)
Identify your sponsor and any cost-share requirement information:
- **Individual Support:** \$_____ (15% of total funding)
- **Corporate/Business Support:** \$_____ (5% of total funding)
- **Foundation Support:** \$_____ (5% of total funding)